

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Assistant Chief of Police****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Plans, implements, directs, and supervises the programs, activities and personnel of the police bureau and in the absence of the Chief of Police the police department. Develops, disseminates, and monitors policies and procedures. Provides support to the Chief of Police. Oversees budgetary considerations for a bureau and or the police department..

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Provides support to the Chief of Police by analyzing, reviewing and approving bureau submissions, preparing correspondence, acting as liaison between divisions and Chief, acquiring facts and disseminating communication and information.
2	L	Manages bureaus by providing written or oral direction and advice, supervising subordinates, determining goals and objectives, overseeing bureaus and divisional practices, benchmarking with other agencies, researching new practices, communicating with other agencies and the community, working with civic leaders to address problems, reviewing and approving budgets and expenditures, strategic, tactical and operational plans and training plans and activities.
3	L	Acts as the Chief of Police in his/her absence.
4	L	Serves as executive officer on call , senior management team, and Police Leadership Group.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. High School Diploma or GED and have obtained a 4 year Baccalaureate degree from an accredited college in a subject/field related to law enforcement
Experience	Two years experience as a Police Captain.
Certifications and Other Requirements	Valid Driver's License. DCJS police officer's certification. Successful completion of the Civil Service promotional process.
Reading	Work requires the ability to read Policies and procedures, general orders and professional journals and publications.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as calculate statistics.
Writing	Work requires the ability to write various reports, letters and correspondences.
Managerial	Managerial responsibilities include implementing departmental policies and strategic plans, assigning work schedules and monitoring the budget.
Budget Responsibility	Oversees budget preparation of bureau/departmental budget and reviews and approves expenditures of significant budgeted funds for the bureau/department and may research and prepare recommendations for city-wide budget expenditures.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including providing input for final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, and sales representatives.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Copier, fax machine, filing, ceremonies, special functions, presentations
Sitting	F	Computer, desk work, meetings, answering telephone, driving
Walking	F	To/from departments, inter-office
Lifting	O	Books, files, reports, office supplies
Carrying	O	Books, files, reports, office supplies
Pushing/Pulling	R	Enter/exit doors, file drawers
Reaching	O	Books, files, office supplies
Handling	O	Books, files, reports, office supplies
Fine Dexterity	F	Computer keyboard, calculator, writing, telephone
Kneeling	R	Retrieval of books or files
Crouching	R	Retrieval of books or files
Crawling	R	Retrieval of books or files
Bending	O	Retrieval of books or files
Twisting	O	To/from computer to desk, to/from computer to telephone
Climbing	O	Stairs
Balancing	R	Stairs
Vision	C	Computer, desk work, reading, observations, filing, using office equipment, driving
Hearing	C	Telephone, special functions, presentations, co-workers, staff, supervisor, meetings, league presidents, directors, City Manager, superintendent, City Attorney, Circuit Court judge
Talking	C	Telephone, special functions, presentations, co-workers, staff, supervisor, meetings, league presidents, directors, City Manager, superintendent, City Attorney, Circuit Court judge
Foot Controls	F	Driving
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Office equipment, computer systems and equipment.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	M	Dirt and Dust	D
Chemical Hazards	M	Extreme Temperatures	S
Electrical Hazards	M	Noise and Vibration	M
Fire Hazards	M	Fumes and Odors	M
Explosives	D	Wetness/Humidity	S
Communicable Diseases	M	Darkness or Poor Lighting	M
Physical Danger or Abuse	M		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	X
Outdoors	X
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Firearm, body armor,

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)